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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Washington 25, D. C.

Office of Administrator

July 31, 1950

Staff Memorandum No. 3

Handling Correspondence

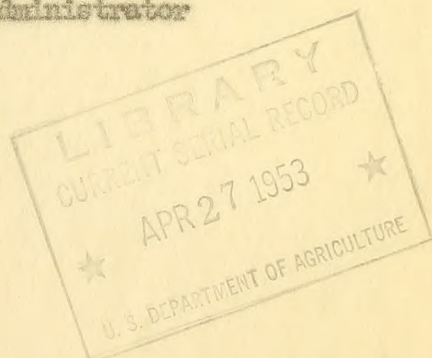
The Secretary's Office has again brought to our attention the matter of expediting the handling of all letters prepared for the signature of the Secretary with special emphasis being placed on Congressional letters. They refer particularly to calls coming from offices of Senators and Congressmen making inquiry as to why replies had not been received to letters sent to the Department several weeks before and the resultant embarrassment to the Secretary's staff. We are urged to give prompt attention to the preparation of replies to such letters. In the event the requested information is not readily available an acknowledgment should be prepared to indicate that a reply will be delayed.

We are also requested to arrange for prompt handling of other letters addressed to the Secretary or to the Department referred to this Office for preparation of reply for the signature of the Secretary or members of his staff.

Mr. Schoenhals is the liaison with the Secretary's Office on matters relating to correspondence and all letters prepared for signature of the Secretary and members of his staff should be sent to his office for recording and appropriate handling.

Your cooperation in the prompt handling of all letters is requested.

Omer W. Herrmann  
Acting Administrator





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July 31, 1930

Office of Administrator

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Mr. Schoonmaker is the liaison with the Secretary's Office on matters relating to correspondence and all letters prepared for signature of the Secretary and members of his staff should be sent to his office for recording and appropriate handling.

Your cooperation in the prompt handling of all letters is requested.

Chas. W. Harrison  
Acting Administrator

